FINGERPRINTING INSTRUCTION SHEET

Prior to scheduling the exam a completed fingerprint card must be sent:

1. Directly to the Kentucky State Police at:

Kentucky State Police Records Branch 1266 Louisville Road Frankfort, KY 40601

- 2. With a check or money order:
 - a. In the amount of \$34.75
 - b. Made payable to Kentucky State Police

Complete the following required fields on the fingerprint card IN BLACK INK: (Failure to do so will result in the card being returned to you and will prolong the process of obtaining a background report and your license.)

- ORI NUMBER KY920229Z
- Last, First, and Middle Name
- Aliases
- Signature and Residence of person being fingerprinted
- Date and Signature of Official taking fingerprints
- Date of Birth
- Citizenship
- Sex
- Reason Fingerprinted KRS 324.045 Real Estate License

- Race
- Height
- Weight
- Eye Color
- Hair Color
- Place of Birth (State or County)
- Social Security Number

Do not fold or staple the fingerprint card.

Take the <u>fingerprint card</u> for fingerprinting to:

- a. Kentucky State Police Post;
- b. Louisville Metro Corrections (502) 574-2191;
- c. United Parcel Services (UPS) mailing office; or
- d. Any local police station or sheriff's office trained to do fingerprinting in your area.

Note: All of the required fields listed above must be completed, in black ink only, on the fingerprint card or the card will be returned to you for completion.

Digital fingerprints are acceptable if fingerprints are transferred to:

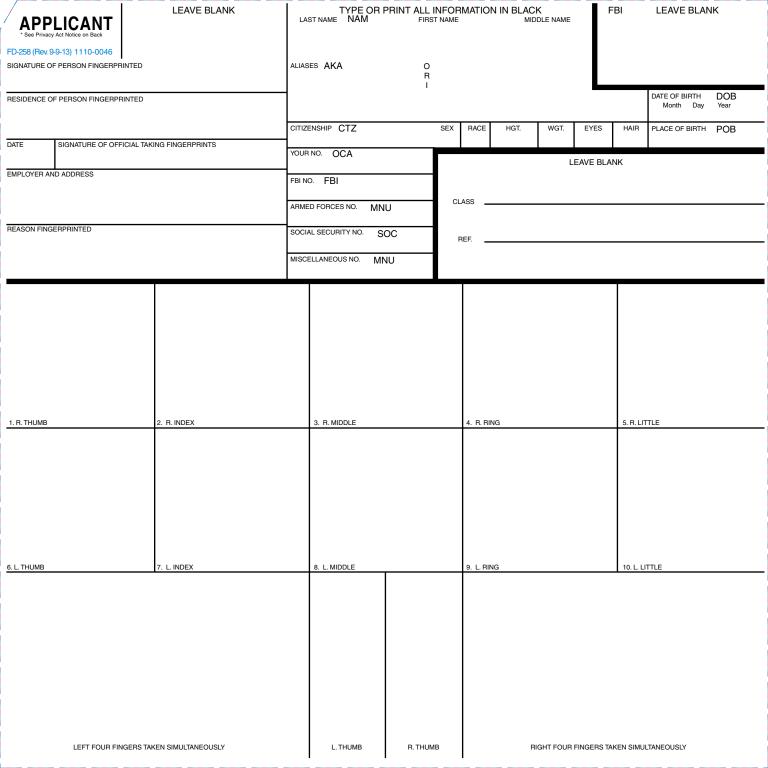
- 1. An FD -258 fingerprint card and ORI number **KY920229Z** is placed on the card, or
- 2. An electronic print out in the FD-258 format with the ORI number KY920229Z.

FINGERPRINT USE AND CHALLENGE INFORMATION

The Kentucky Real Estate Commission, pursuant to KRS 324.045, requires a criminal history background report from the FBI for an applicant for licensure.

In accordance with FBI policy, please read the following information regarding the use and dissemination/restriction of the fingerprint report obtained from the FBI:

"Under provisions set forth in Title 28, code of Federal Regulations (CFR), Section 50.12, both governmental and nongovernmental entities authorized to submit fingerprints and received FBI identification records must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency, or other authorized entity. If the information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. The deciding official should not deny the license or employment based on the information in the record until the applicant has been afforded a reasonable time to correct or complete the information, or has declined to do so. An individual should be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If the applicant wishes to correct the record as it appears in the FBI's CJIS division records system, the application should be advised that the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34."



FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

CJIS DIVISION/CLARKSBURG, WV 26306

1.LOOP

APPLICANT

THIS CARD FOR USE BY:

CENTER

OF LOOP

DELTA

- 1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
- 2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND

PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE

UNITED STSTES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON

APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*

- 3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
- 4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN

THE SECURITY OF THOSE INSTITUTIONS

Please review this helpful information to aid in the successful processing of hard copy criminal and civil fingerprint submissions in order to prevent delays or rejections. Hard copy fingerprint submissions must meet specific criteria for processing by the Federal Bureau of Investigation.

Ensure all information is typed or legibly printed using blue or black ink.

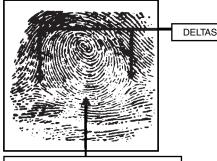
Enter data within the boundaries of the designated field or block.

- Complete all required fields. (If a required field is left blank, the fingerprint card may be immediately rejected without further processing.)

 The required fields for hard copy fingerprint cards are: originating agency identifier number date of birth place
 of birth name sex fingerprint impressions any applicable state stamp Other (race, height, weight, eye color,
 - hair color)
 - criminal fingerprint cards also require an arrest charge and date of arrest.
 - * civil fingerprint cards also require a reason fingerprinted and date fingerprinted

2. WHORL

THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW



THESE LINES RUNNING BETWEEN **DELTAS MUST BE CLEAR**

3. A RCH



ARCHES HAVE NO DELTAS

FD-258 (REV. 9-9-13)

Do not use highlighters on fingerprint cards.
Do not enter data or labels within 'Leave Blank' areas.
Ensure the 'Reply Desired' field is checked when applicable (criminal only).
Ensure fingerprint impressions are rolled completely from nail to nail.
Ensure fingerprint impressions are in the correct sequence.
Ensure notations are made for any missing fingerprint impression (i.e. amputation). Do not use more than two retabs per fingerprint impression block. Ensure no stray marks are within the fingerprint impression blocks.

Training aids can be ordered online via the Internet by accessing the FBI's website at: fbi.gov, click on 'Fingerprints', then click on 'Ordering Fingerprint Cards & Training Aids'. Direct questions to the Identification and Investigative Services Section's Customer Service Group at (304) 625-5590 or by e-mail at iaison@leo.gov>.

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of ILQUHLSULQW DQG DWRFIDMG information is generally authorized under 8 6 & 534. Depending on the nature of your application, supplemental authorities include Federal statutes, 6 tate statutes SXUVXXVIV

Pub.L. 92-544, Presidential (xecutive 2 rders,DQGIHGHDO Providing \RXUILQI HSUDV DQGDWRFIDMGIQRIP DIRQIV YRXXQIV KRZHYHU IDLOXUH VIX GR VR P DV DI HFWFRP SOMURQ RUDSSURYDORI V RXUDSSOFDMURQ

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and VHFXLWVF0PDLDCFHV may be predicated on fingerprint-based EDFNUEXCG-checks. Your fingerprints DCG-DWRFIDMCInformation EIRP HMFVP ay be SLRYIGH-SWR WH-HP SQR (Q) LOWH-MD/MQ) RURWH-ZUH-HWSRQ-ME0/BDH-PCF DCG-RUWH-FBI for the SXLSRV-HR FRP SDLIQU | RXUIQH-SLUWW-RWH-IIQH-HSUDW-QWH-H) % V1 H W HCH-DIMRQ , G-DMF-DMRQ 1*, WMP RUW-VXFTH-WRUW WWPV LCFXIGQ | RYVOFLIP ICDDDCG-GMM-DWH-SUDW-WSR-RURW-H-RURW-HW-DW-DWF-BW-RUW-VXFTH-WRUW WWPV LCFXIGQ | RYVOFLIP ICDDDCG-GMM-DWH-SUDW-WSR-RURW-H-RURW-H-DW-DWD-EW-FRUS/R WH-,G-CAMEDIRQ 1", VIVMP RUMVXFHMRUV VMPV ILFORGLI FINDFUP ILDUDUS MINILVINJAMONOMINEN RURANTUUTUMEDI OTTAVO RI IP SBI IQJ IQXHMUDIQJ RURANHZIUH UMSRQUEGIDHCFI. The FBI may retain \RXUIQJHJSUQV DQSDVXFIDMIS IQRUP DIRQEIRP HWEV IQ1 DINJUNIH FRP SONIRO RI VINU DSSOFDURO DOG Z KIDI UHUNIGHG \ RXUI (Q) HUSULOW P D. FROMOXH VIN EH FRP SDUHG DJ DIQWYRNH-U (Q) HUSULOW VXEP IMNG VRR RUUHNDILQHGE\ 1*,

Routine Uses: 'XUC) WH SURTHMOJ RIVIUV DSSOFDVIRQDCGIRUDV (RQ) WHUHDIVIUDV RXUILQIHUSUQW DQGDVMRIDMISIQIRUP DWRQEIRP HMLFV DUHUNIQHGIQ1*. RXUQIRUP DWRQP DI. EH QIVFBVHG SXUVXDQMR/RXVFRQWHQWDQGP DI. EH QIVFBVHG ZUMRXVWoour consent as permitted by the Privacy Act of 1974 DOG DODGSGEDE0H5 FXXQUQ18 VH/DV may be published at any time in the Federal Register, including the 5 outine 8 ses for the 1*, V/VMP DOG W6H) Bl's Blanket Routine Uses Routine uses include, but are not limited to, disclosures to: HP S0X LQJ JRYHUQP HQUDO or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

INSTRUCTIONS:

- * 1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
- 2. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE

CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.

- 3. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- ** MISCELLANEOUS NO. RECORD: OTHER ARMED FORCES NO. PASSPORT NO. [FP], ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA),